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GOVERNOR

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JIM REDDOCH, J.D.
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Community Services Specialist IV **NUMBER:** 15-17
JOB CODE: T4000 **DATE:** 05/15/2015
SALARY RANGE: 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8809341
JOB LOCATION: Department of Mental Health
Region II Community Services
Mary Starke Harper Center, Wing B
200 University Boulevard
Tuscaloosa, AL 35401-1250

QUALIFICATIONS: Master's degree in Social Work, Psychology, or another human service field, plus extensive experience (72 months or more) in a human service field, including experience (24 months or more) working specifically with persons with intellectual disabilities in a community setting and experience (24 months or more) in a supervisory or administrative capacity.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is a highly responsible professional position in the Region II Community Services Office of the Alabama Department of Mental Health. The person in this position will have a variety of functions, all of which are critical to the operation of a regional community services office. The main responsibility will be to manage waiver participation in the Region II area for approximately 800 individuals receiving supports and services through the Home and Community Based Waiver Programs.

The person in this position will also be responsible for direct contact with individuals served, their families, and staff of community agencies.

Other duties may include serving on various committees, providing technical assistance, conducting training, and monitoring community-based programs. This position may include supervisory responsibilities as well as acting in the absence of the Community Services Director. Work is performed under the general supervision of the Community Services Director and is reviewed for program effectiveness.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of community service agencies related to persons with developmental disabilities. Knowledge of the clinical dynamics of persons with developmental disabilities. Knowledge of state, local, and federal regulations and funding sources. Knowledge and ability to analyze data and develop plans for program development. Ability to establish and maintain positive relationships with individuals served, their families, agency representatives, and the general public. Ability to provide guidance and support to individuals served, their families, and community providers. Ability to effectively intervene in crisis situations. Ability to communicate effectively orally, in writing and electronically. Ability to provide training and technical assistance in order to enhance the quality service provision. Ability to effectively supervise staff. Ability to understand and appropriately interpret standards, policies, and regulations. Ability to organize, plan, and implement work in an independent manner with intermittent general or administrative supervision. Must have working knowledge and experience in using a personal computer and related software programs. Ability to work flexible hours, including before and after the established work hours and ability to serve on-call on a rotating schedule for nights, weekends, and holidays.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with individuals.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: June 12, 2015